

NO SERVICE RECOMMENDATION REQUIRED- VR Counselor**APPENDIX 12-A****Update May 1, 2020**

Up To	For	Guidance
\$1,500	Maintenance (per federal fiscal year)	Maintenance (food, shelter, clothing) is provided only in support of other services in the IPE & is not a “stand alone” service.
\$3,000	Daycare (per federal fiscal year)	Childcare provided in accordance with 12.9.
\$3,000	Personal Attendant Services (per federal fiscal year)	Personal care attendant services. This includes but is not limited to personal care attendants, drivers, and home health aides.
\$1,500	Transportation Services (per federal fiscal year)	Transportation in accordance with Chapter 29.
\$6,000	Tangible Items/Durable Goods/Services (Not Related to Self-Employment or Farm/Ranch) (Life of Case)	VR Counselors have the authority to make purchases for tangible, durable goods and services, Not Related to Self- Employment and Farm & Ranch, up to \$6,000 following the purchasing policies outlined in Chapter 12 of the Client Service Manual. Services include but are not limited to tutoring, installation and repair of tangible goods, and services not specified elsewhere in Appendix 12-A.
\$6,000	Self-Employment Plans/ Farm & Ranch (Life of Case)	This category includes tools, equipment, computers, etc needed for self-employment or farming/ranching. (Self- Employment See Chapter 27 and Farm/Ranch See Chapter 28)
\$6,000	On-The-Job Training Programs/ Work-Based-Training Programs/ Apprenticeships (Life of Case)	Review Chapter 13 of the Client Service Manual for the OJT/WBT policy.
\$6,000	Prosthesis/Hearing Aids/ Wheelchairs/ Assistive Technology Devices/ Rehabilitation Technology Devices (Life of Case)	Review Chapter 12 of the Client Service Manual for purchasing policy.
\$6,000	Medical Restoration Services Surgical (Life of Case)	Cost of treatment plan, excludes diagnostic fees, lab fees, etc. Includes all fees related to procedure such as anesthesia, facility costs, supplies, etc.
\$6,000	Medical Restoration Services Non-Surgical (Life of Case)	Cost of medical care not including surgical or hospitalizations that is restorative in nature. Medications, office visits, etc.
\$6,000	Dental Restoration Services (Life of Case)	Cost of actual treatment plan. Examination fees, diagnostic fees, dental consultation fees leading to a treatment plan do not count against this VR Counselor level of authority
30 Units	Medication Management Units (Life of Case)	M.D., APRN. Must be licensed to practice by the State of Utah. This includes prescription(s) and review of medications. 1 Billing Unit equals 15 minutes of treatment.

30 Sessions	Psychotherapy – Individual (Life of Case)	Ph.D., LCSW, CMHC, MFT, licensed by the State of Utah under a license that allows them to perform psychotherapy. See approved fee schedule in CSM Appendix 12-B.
30 Sessions	Psychotherapy – Group (Life of Case)	
30 Sessions	Speech/ Hearing / Physical/ Occupational/ Chiropractic Therapy (Life of Case) (Life of Case)	With a professional licensed by the State of Utah.
3 Months	Pre-IPE Restoration Stabilization	A VR Counselor may authorize the provision of restoration services to stabilize an eligible individual in support of the development of a meaningful IPE. The number of Pre-IPE sessions/ units provided and the authorized dollar amount is not counted towards the defined approval levels in Appendix 12-A. (See Chapter 12.11).
4 Year Program	College/University Vocational Training	VR Counselors have the authority to develop plans and authorize for training programs at the 4 Year/Bachelor Degree Level. Consult facility information for private school programs.

Update August 10, 2020

CRP Services – VR Counselor

Up to	Service	Guidance
1	Discovery Assessment (Life of Case)	VR Counselors may approve one Discovery Assessment.
2	Work Strategy Assessment (Life of Case)	VR Counselors may approve up to two Work Strategy Assessments. Criteria for second WSA can be found in CSM 22 and 30.
1	Job Development Fee (Life of Case)	VR Counselors may approve the first occurrence of Job Development with one CRP. If the client continues working with the same CRP, it is expected that if a second occurrence is warranted, that it will be provided under the first Job Development Fee.
1	Placement Fee (Life of Case)	VR Counselors may authorize for one CE/SE/SJBT Placement Fee with one CRP. If the client continues working with the same CRP, it is expected that if a second Placement is necessary, it will be provided as part of the first placement fee.
2	Temporary Work Experience (Life of Case)	VR Counselors may authorize for up to two Temporary Work Experiences including -two TWE development fees -hourly coaching for up to two TWE's -up to 40 hours of coaching per TWE
40 Hours	Temporary Work Experience (per occurrence)	Up to 40 hours of hourly coaching per Temporary Work Experience.

100 Hours	Non-SE Job Coaching (Life of Case)	Up to 100 hours of CRP (job coach) intervention for clients who need minimal supports to maintain their employment (See Chapter 22).
130 Hours	CE/SE Job Coaching (Life of Case)	Up to 130 hours of onsite job coaching for Supported Employment clients. Job Coaching will be paid by VR; not to exceed 24 months, or until the client reaches the 80/20 level of support (See Chapter 30)
40 Hours	Job Readiness Skills Training (Life of Case)	Up to 40 hours individual and group hours unless otherwise specified in policy. This includes Life Skills, Disability Adjustment and Work Adjustment Trainings.
20 Hours	Community Service Brokering (Life of Case)	Up to 20 hours of supports provided by a qualified Community Service Brokers for clients who need assistance applying for Supported Employment services through DSPD. Once DSPD eligibility or wait list status has occurred, any additional CSB supports will be provided by DSPD. (See Chapter 30).

Update May 1, 2020

SERVICE RECOMMENDATION TO COUNSELING SUPERVISOR		
Up To	For	Guidance
\$4,000	Maintenance (per federal fiscal year)	Maintenance (food, shelter, clothing) is provided only in support of other services in the IPE & is not a “stand alone” service.
\$6,000	Daycare (per federal fiscal year)	Childcare provided in accordance with 12.9.
\$6,000	Personal Attendant Service (per federal fiscal year)	Personal care attendant services. This includes but is not limited to personal care attendants, drivers, and home health aides)
\$4,000	Transportation Services (per federal fiscal year)	Transportation in accordance with Chapter 29.
\$10,000	Tangible Items/Durable Goods/Services (Not Related to Self- Employment or Farm/Ranch) (Life of Case)	Counseling Supervisors have the authority to approve purchases for tangible and/or durable goods up to \$10,000 following the purchasing policies outlined in Chapter 12 of the Client Service Manual. Tangible items in this category includes tools, equipment, computers, etc. This category includes tools, equipment, computers, etc. Services include but are not limited to tutoring, installation and repair of tangible goods, and services not specified elsewhere in Appendix 12-A.
\$10,000	Self-Employment Plans and Farm & Ranch (Life of Case)	This category includes tools, equipment, computers, etc. (Self-Employment See Chapter 27 and Farm/Ranch See Chapter 28)
\$10,000	On-The-Job Training Programs/ Work-Based-Training Programs/ Apprenticeships (Life of Case)	Review Chapter 13 of the Client Service Manual for the OJT/WBT policy.
\$10,000	Prosthesis/Hearing Aids/ Wheelchairs/ Assistive Technology Devices/ Rehabilitation Technology Devices (Life of Case)	Review and follow CSM Chapter 12 purchasing policy.

\$10,000	Medical Restoration Services Surgical (Life of Case)	Cost of treatment plan, excludes diagnostic fees, lab fees, etc. Includes all fees related to procedure such as anesthesia, facility costs, supplies, etc.
\$10,000	Medical Restoration Services Non-Surgical (Life of Case)	Cost of medical care not including surgical or hospitalizations that is restorative in nature.
\$10,000	Dental Restoration Services (Life of Case)	Cost of treatment plan, excludes examination fees, diagnostic fees, dental consultation fees.
50 Units	Medication Management Units (Life of Case)	M.D., APRN. Must be licensed to practice by the State of Utah. This includes prescription(s) and review of medications. 1 Billing Unit equals 15 minutes of treatment.
50 Sessions 50 Sessions	Psychotherapy – Individual (Life of Case) Psychotherapy – Group (Life of Case)	Ph.D., LCSW, CMHC, MFT, or other professional who is licensed by the State of Utah under a license that allows them to perform psychotherapy. See approved fee schedule in CSM Appendix 12-B.
50 Sessions	Speech/ Hearing/ Occupational/ Physical/ Chiropractic Therapy (Life of Case)	With a professional licensed by the State of Utah.
6 Months	Pre-IPE Restoration Stabilization	Counseling Supervisors have the authority to approve the provision of restoration services to stabilize an eligible individual in support of the development of a meaningful IPE for up to 6 months. The number of Pre-IPE sessions/ units provided and the authorized dollar amount is not counted towards the defined approval levels in Appendix 12-A. (See Chapter 12.11).
	College/University Vocational Training	Consult facility information for private school programs.

Update January 1, 2020

CRP Services - Counseling Supervisor

Up to	Service	Guidance
3rd	Work Strategy Assessment (Life of Case)	Counseling Supervisors may approve a 3rd Work Strategy Assessment.
3rd	Temporary Work Experience (Life of Case)	Counseling Supervisors may approve a 3rd TWE including -a TWE development fee -hourly coaching for the 3rd TWE -up to 40 hours of coaching for the 3rd TWE
60 Hours	Temporary Work Experience (per occurrence)	Up to 60 hours of hourly coaching in a single Temporary Work Experience.
140 Hours	SIBT Job Coaching (Life of Case)	Up to 140 hours of CRP (job coach) intervention for clients who need minimal supports to maintain their employment (See Chapter 22).

210 Hours	CE/SE Job Coaching (Life of Case)	Up to 210 hours of onsite job coaching for Supported Employment clients. Job Coaching will be paid by VR; not to exceed 24 months, or until the client reaches the 80/20 level of support (See Chapter 30)
60 Hours	Job Readiness Skills Training (Life of Case)	Up to 60 hours in individual and group settings may be approved by the Counseling Supervisor. This includes Life Skills, Disability Adjustment and Work Adjustment Trainings.
30 Hours	Community Service Brokering (Life of Case)	Up to 30 hours of supports provided by a qualified Community Service Brokers for clients who need assistance applying for Supported Employment services through DSPD. Once DSPD eligibility or wait list status has occurred, any additional CSB supports will be provided by DSPD. (See Chapter 30).

Update May 1, 2020

SERVICE RECOMMENDATION TO DISTRICT DIRECTOR		
Up To	For	Guidance
\$6,000	Maintenance (per federal fiscal year)	Maintenance (food, shelter, clothing) is provided only in support of other services in the IPE & is not a “stand alone” service.
\$8,000	Daycare (per federal fiscal year)	Childcare provided in accordance with 12.9.
\$8,000	Personal Attendant Service (per federal fiscal year)	Personal care attendant services. This includes but is not limited to personal care attendants, drivers, and home health aides)
\$6,000	Transportation Services (per federal fiscal year)	Transportation in accordance with Chapter 29.
\$14,000	Tangible Items/Durable Goods/Services (Not Related to Self-Employment or Farm/Ranch) (Life of Case)	District Directors have the authority to approve purchases for tangible and/or durable goods up to \$14,000 following the purchasing policies outlined in Chapter 12 of the Client Service Manual. Tangible items in this category includes tools, equipment, computers, etc. Services include but are not limited to tutoring, installation and repair of tangible goods, and services not specified elsewhere in Appendix 12-A.
\$14,000	Self-Employment Plans and Farm & Ranch (Life of Case)	This category includes tools, equipment, computers, etc. (Self-Employment See Chapter 27 and Farm/Ranch See Chapter 28)
\$14,000	On-The-Job Training Programs/ Work-Based-Training Programs/ Apprenticeships (Life of Case)	Review Chapter 13 of the Client Service Manual for the OJT/WBT policy.
\$14,000	Prosthesis/Hearing Aids/ Wheelchairs/ Assistive Technology Devices/ Rehabilitation Technology Devices (Life of Case)	Review and follow CSM Chapter 12 for purchasing policy.
\$14,000	Medical Restoration Services Surgical (Life of Case)	Cost of treatment plan, excludes diagnostic fees, lab fees, etc. Includes all fees related to procedure such as anesthesia, facility costs, supplies, etc. in IPE, excludes PRE IPE Stabilization See CSM 14.10)

\$14,000	Medical Restoration Services Non-Surgical (Life of Case)	Cost of medical care not including surgical or hospitalizations that is restorative in nature.
\$14,000	Dental Restoration Services (Life of Case)	Cost of treatment plan, excludes examination fees, diagnostic fees, dental consultation fees.
70 Units	Medication Management Units (Life of Case)	M.D., APRN. Must be licensed to practice by the State of Utah. This includes prescription(s) and review of medications. 1 Billing Unit equals 15 minutes of treatment.
70 Sessions	Psychotherapy (Individual and Group)/ Speech/ Hearing/ Occupational/Chiropractic Therapy (Life of Case)	Ph.D., LCSW, CMHC, LMFT, or other professional who is licensed by the State of Utah under a license that allows them to perform psychotherapy. See approved fee schedule in CSM Appendix 12-B. With a professional licensed by the State of Utah.
9 Months	Pre-IPE Restoration Stabilization	District Directors have the authority to approve the provision of restoration services to stabilize an eligible individual in support of the development of a meaningful IPE up to 9 months. The number of Pre-IPE sessions/ units provided and the authorized dollar amount is not counted towards the defined approval level in Appendix 12-A. (See Chapter 12.11).
\$14,000	Other Services Not Listed Elsewhere (Life of Case)	For services not listed elsewhere and greater than >\$14,000, Field Service Director approval is required.

Update August 10, 2020

CRP Services - District Director		
Up to	Service	Guidance
2 nd	Discovery Assessment	District Directors may approve a 2 nd Discovery Assessment
4 th	Work Strategy Assessment (Life of Case)	District Directors may approve a 4 th Work Strategy Assessment.
2 nd	Job Development Fee (Life of Case)	It is expected that CRPs will continue to provide job development under the initial job development authorization if a second job placement is needed. District Directors may approve one additional Job Development Fee if a second Job Development authorization is warranted.
2 nd	Placement Fee (Life of Case)	If the client continues working with the same CRP, it is expected that if a second Placement is necessary, it will be provided as part of the first Placement Fee. District Directors may approve one additional Job Placement Fee if a 2 nd Job Placement authorization is warranted.
4 th	Temporary Work Experience (Life of Case)	District Directors may approve a 4 th TWE including -a TWE development fee -hourly coaching for the 4 th TWE -up to 40 hours of coaching for the 4 th TWE
80 Hours	Temporary Work Experience (per occurrence)	Up to 80 hours of hourly coaching in a single Temporary Work Experience.

200 Hours	Non-SE Job Coaching (Life of Case)	Up to 200 hours of CRP (job coach) intervention for clients who need minimal supports to maintain their employment (See Chapter 22).
310 Hours	CE/SE Job Coaching (Life of Case)	Up to 310 hours of onsite job coaching for Supported Employment clients. Job Coaching will be paid by VR; not to exceed 24 months, or until the client reaches the 80/20 level of support (See Chapter 30)
80 Hours	Job Readiness Skills Training (Life of Case)	Up to 80 hours in an individual or group setting. This includes Life Skills, Disability Adjustment and Work Adjustment Trainings.
40 Hours	Community Service Brokering (Life of Case)	Up to 40 hours of supports provided by a qualified Community Service Brokers for clients who need assistance applying for Supported Employment services through DSPD. Once DSPD eligibility or wait list status has occurred, any additional CSB supports will be provided by DSPD. (See Chapter 30).

RECOMMENDATION TO FIELD SERVICE DIRECTOR		SERVICE
	For	Guidance
9 Months +	Pre-IPE Restoration Stabilization	Field Service Directors have the authority to approve the provision of restoration services to stabilize an eligible individual in support of the development of a meaningful IPE beyond 9 months. The number of Pre-IPE sessions/ units provided and the authorized dollar amount is not counted towards the defined approval levels in Appendix 12-A. (See Chapter 12.11).
Out of State Training		FSD approval required for out of state training providers regardless of the program level (associates, bachelors, etc)
Master's Degree	College/ University Training	Field Service Director approval required out of state training. Consult facility information for private school programs.
Dollar amounts and quantities above District Director Approval Level	All goods and services	Field Service Director approval is required for dollar amounts and quantities above the District Director approval level and requests for exception to policy.